



SUBJECT: **JOB OPPORTUNITY: FACILITY MANAGEMENT CLERK**

OPEN TO: **All Interested Candidates**

OPENING DATE: February 4, 2015

CLOSING DATE: February 18, 2015

WORK HOURS: Part time, 20 hours/week

START DATE: April 6, 2015

SALARY: Ordinarily Resident: Starting annual salary for **full-time performance**
354,152 Kč (Position Grade: FSN-5)

NOTE: All applicants who are not Family Members of USG employees officially assigned to post and under Chief of Mission Authority must have the required work and residency permits to be eligible for consideration.

The U.S. Embassy in Prague, Czech Republic is seeking an individual for a full-time position of Facility Management Clerk in the Budget and Fiscal Office.

BASIC FUNCTION OF POSITION

Assist in the implementation and maintenance of Post's safety program. Maintain Tririga Real Estate Environmental Sustainability (TREES) utility database and the residential utility tracking system. Contracting Officer's Representative (COR) for small projects. Escort contractors in non-CAA areas. Identify sources for materials and contracted services. Provide written and verbal translations between English and Czech. Back-fill for the Work Order Clerk and Maintenance Supervisor. Provide clerical support. Other duties as assigned. Position is part time, 20 hours per week.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact email HROPrague@state.gov.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education: Completion of secondary school is required.



2. Prior Work Experience: One year of clerical experience.
3. Language Proficiency: Level 3/3 (Good working knowledge) speaking/reading/writing in English is required. Level 4/4 (Fluent) speaking/reading/writing in Czech is required. **Language proficiency will be tested.**
4. Skills and Abilities: Ability to work independently. Able to manage conflicting situations and interactions. Good customer service skills. Ability to translate routine documents and provide verbal interpretation. Must have a local driver's license and be able to maintain a driver's license during the course of employment. Must have 5 years of driving experience to qualify as an embassy driver.
5. Job Knowledge: Good knowledge of Safety Health and Environmental Management (SHEM), fire safety, COR and facility procedures. Microsoft suites of computer applications (Word, Excel, Outlook). Proficiency in use of email.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (AEFM) U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position should submit the following or the applications will not be considered:

1. A current resume or curriculum vitae (CV) that provides the same information as on DS-174 (education and employment history, citizenship, veteran's status, and a notation if you have ever worked for the U.S. Government before); or



2. Application for Employment as a Locally Employed Staff or Family Member (DS-174).
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION IN WRITING BY E-MAIL TO:

HROPrague@state.gov. Please include "Facility Clerk" in the subject line.

Or by fax to: 257022811

Or by mail to:

Human Resources Office
American Embassy Prague
Trziste 15
118 01 Prague 1, Czech Republic

CLOSING DATE FOR THIS POSITION: February 19, 2015

The U.S. Mission in the Czech Republic provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.